Workforce Analytics upSkill

MICRO-CREDENTIAL AND MICRO-LEARNING BLUEPRINT

Domain 01 | Gathering and Analyzing Data (25%)
01 Collect the data needed for analysis
02 Organize the data in an appropriate format
03 Conduct and review analysis with predetermined methodologies and metrics
04 Raise additional questions emanating out of data analysis
05 Develop recommendations based on data analysis
06 Assure findings are valid, reliable, credible, and can be replicated

Domain 02 | Identifying Business Problem or Opportunity (20%)
01 Identify problem or opportunity within the business context and business impacts (e.g., sales growth)
02 Identify key stakeholders
03 Gather information from stakeholders
04 Determine which areas of HR impact the problem
05 Determine if the value of analysis exceeds costs (e.g., time, resources)
06 Create the problem statement

Domain 03 | Defining Methodologies and Metrics Used for Evaluation (20%)
01 Determine which methodologies to use to conduct analysis
02 Determine which metrics to use to address problem statement
03 Identify which methodologies and metrics are used in other parts of the business
04 Create a sample (e.g., pilot, model) for review and testing with stakeholders before analysis occurs
05 Review proposed methodologies and metrics with original stakeholders
Domain 04  |  **Identifying Data Sources & Variables to Evaluate Problem or Opportunity (15%)**

01. Identify data necessary for analysis
02. Assess the organization’s capability to act on analytical data
03. Determine availability of internal and external data, sources, and resources
04. Identify need for data systems or platforms
05. Identify data privacy and security requirements
06. Verify data integrity and reliability
07. Create data sources and repositories as needed

Domain 05  |  **Documenting and Presenting Data Findings and Recommendations (10%)**

01. Determine format(s) for target audience
02. Determine method for communicating final deliverables
03. Create and deliver reporting and presentation materials
04. Review presentation materials to ensure clarity and accuracy

Domain 06  |  **Implementing and Evaluating Recommendations (10%)**

01. Obtain stakeholder buy-in for recommendations
02. Engage the areas of HR that will impact the business outcomes
03. Assist in the development of an implementation plan
04. Define metrics and perform post implementation analysis
05. Monitor success of recommendations
06. Initiate further analysis or recommend action as needed